

## MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of October was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania on February 24, 2009.

Members of the staff attending were as follows: Mr. Daniel F. Luckey, Executive Director; Mr. Ronald J. Fioravanti, Deputy Executive Director; Mr. David C. Talarico, Maintenance Superintendent; Mrs. Audrey L. Wenrich, Administrative Assistant; Mr. Thomas B. Marsh, Comptroller; Mr. George F. Eisenhauer, Purchasing Agent; Mr. Josh Smith, Project Manager; Mrs. Leonilda Feliciano, Resident Selection Supervisor; Ms. Gloria J. Guard, Project Manager; Mr. Charles K. Huckstep, Administrative Assistant; Mrs. Carolyn K. Bower, Section 8 Coordinator; Mr. Fred Prutzman, Building Construction Inspector; Mrs. Noemi Fret, Clerk Typist 3; Mrs. Jeanette Rentschler, Fiscal Assistant and Mrs. Elaine K. Addesso, Executive Secretary. Attorney Edwin Stock, Solicitor for the Authority and Valdis Lacis, Reading Eagle Reporter were also present.

The Chairwoman called the regular meeting to order at 5:05 p.m., and upon roll call those present and absent was as follows:

Present: Ms. Mary Beth Hennigan  
Mr. Nelson De Leon  
Mrs. Lillie Mathies  
Rev. Steven Belinski

Absent: Mr. Eligio Colon, Jr.

The Chairwoman announced that no one had signed the register to speak at the Board Meeting.

A motion was made by Rev. Belinski, and second by Mrs. Mathies, approving the minutes of the Regular Monthly Meeting held January 27, 2009. The motion was carried unanimously.

A motion was made by Rev. Belinski, and second by Mrs. Mathies approving the bills as submitted by Mr. Fioravanti for the period of January 17 to February 13, 2009. The motion was carried unanimously.

The following balances in bank and on account were reported for the month of December 2008.

Fund	Cash or Checking	Investments	Escrow	Total
W-66 General	\$ 2,069,273.54	\$4,623,535.90	\$250,290.60	\$ 6,943,100.04
P-4628 General	98,789.33	144,000.00	0.00	242,789.33
P-15 General	1,450.02	576,114.95	71,847.50	649,412.47
Payroll	0.00	0.00	0.00	0.00
River Oak Apartments	99,067.51	0.00		99,067.51
Total	\$ 2,268,580.40	\$5,343,650.85	\$322,138.10	\$ 7,934,369.35

A motion was made by Rev. Belinski and second by Mr. De Leon that the Treasurer's Report be accepted and filed. The motion was carried unanimously.

The Executive Director submitted the following report:

## **COMPREHENSIVE GRANT PROJECTS**

**A. 214 – 2005 Capital Funds** – We are working on the items identified in this Capital Fund. Many of the work items are in progress and some will be closing. The following work item is in this Capital Fund:

- a. Fences for Oakbrook and Glenside Homes – At this time, areas at Oakbrook and Glenside have had fences installed.

Please note 20% of this allocation is going to fund administrative costs due to the budget cuts.

**B. 215– 2006 Capital Funds** – the following work items have been completed:

- a. Glenside Exteriors (Phase III) – This has been completed except for a couple of items at the Glenside Management office.
- b. Fencing – RHA installed fencing at various areas at both Oakbrook and Glenside Homes to provide privacy in the backyards for residents.

**C. 216 – 2007 Capital Funds** – RHA received approval for this Capital Funding. We will begin working on the approved items. See the note item in 214 above for the administrative costs associated with this funding.

**D. 217– 2008 Capital Funds** – HUD has approved the 2008 Agency Plan, which included revisions to the ACOP and we received the funding for the Capital Funds.

**E. 218 – 2009 Capital Funds** – The planning process is completed, please see comment on 2009 Agency Plan in which this allocation is a part of the submission.

**STIMULUS FUNDING** - From the information I have received there will be 3 to 4 billion dollars in the stimulus package for Housing Authorities which needs to get out as soon as possible. Given the large amount of funding, it will permit us to do something that is long over due and that is a complete overhaul of the High Rise kitchens. The current ones are over 35 years old and need to be updated and replaced. The work will include a very necessary updating of the electrical panel along with the renovation of the existing kitchen.

The key to this funding is to get the work out and people working as soon as possible and we have identified the following work items which we can get moving very quickly. Below is a listing of the items which need to be done, will have the best impact on the residents and which can be ready to go by June of this year.

- a. Renovation of all kitchens in the High Rises along with the upgrade of the electrical panel in the unit. Expected cost - \$2.5 million
- b. Completion of the buildings at Glenside Homes - \$2.5 million
- c. Replacement of the porches at Oakbrook and Glenside - \$2 million
- d. Completion of the Fencing program at both Oakbrook and Glenside approximately – \$750,000

While this is still in the development stage and admittedly we don't really know the amount we will receive or what if any restrictions will be on the funding, we do know there will be some funding available. Our main goal is to be as ready as possible when we receive this funding and get the contracts out as quickly as possible and spend the money to help get people working. I have heard there is a possibility of additional funding for those agencies expending this funding as soon as possible.

Given that situation, we will be presenting an additional resolution to the Board for A&E services for the design of the kitchens and electrical upgrades at the High Rises. We did our best to advertise for A&E services for this work but were unable to review and select a proposal in the time frame available and needed the additional time to select one. This will enable RHA to get the design process started to the extent that we can advertise for contractors in late March/April.

This would mean RHA would be able to get this contract out and perhaps sign contracts by late May or early June depending on when the monies would be available. If the monies become available later than sooner, we can adjust our time frame accordingly depending on the availability of the funding. The important thing is to get the design materials ready when the monies are available.

**2009 AGENCY PLAN** – The Agency Plan should be approved by HUD soon and will begin gearing up to get the Capital fund items started. Given the stimulus monies, we might review this and see how best to handle all of this.

**PARK PLACE ON PENN STREET PROJECT**- There has been some interest in Park Place to the extent that we could be looking at needing a contractor to complete a unit or two. Given that situation, Dave will be asking builders to come in and give us square footage and/or prices to complete the work. Given, the present status of the project, we need to discuss with potential contractors the best way to approach the cost to complete. I have also found out through Sovereign Bank that because of the housing market and issues related to Condo's it may be difficult to get loans. From what I found this is directly related to the current housing market as it relates to the secondary market. As you may or may not know most banks do not hold onto the mortgages as investments, they sell them and at the moment the market is tight.

It was suggested we look to the smaller banks in the area who might be interested in participating in this project and I will begin contacting some of the local banks to see if they would be interested in this project.

**RIVER OAK APARTMENTS** – The water saving measures are now being installed and by the mid to end of February all of the water saving measures should be installed. By April we should start to realize the savings from the installation of these items and will help in making this development financially feasible. We will also realize a savings from the maintenance side of this in that a lot of the calls we receive were for leaking faucets and related issues and once all of these “new” items are replaced, we will see a substantial decrease in the calls for issues related to toilets, tubs and sinks.

In addition, we are awaiting the real estate appraisal for the area where the Water Authority wants to install or build a pumping station.

**CITY OF READING POLICE PATROLS** – A meeting with the Community Police Officers will be held Tuesday, February 24th at the Hensler Community building at which all issues and concerns will be discussed. Overall, staff and the Officers are very happy with the way things are going and that it continues to have a positive impact on the developments.

Chief Heim contacted me concerning a conference on “Crime Prevention through Environmental Design” (CPTED) and was recommending that staff attend this conference and would like us to help subsidize his attendance at the conference and think it will be worthwhile. I think this is especially opportune for us in light of the increase in funding RHA may receive as a result of the Stimulus package and perhaps incorporate some CPTED measures as part of the modernization.

RHA had SPARTA complete a study of all of our developments in 2001 and many CPTED measures were implemented and given the study was done more than nine years ago,

there should be new and innovative CPTED measures that if implemented would make our developments even safer. In addition, attending something like this with the Chief of Police is always positive and any measures we can implement to make our developments safer are our goal.

**FHEO/DOJ STATUS** – The agreement has been signed with DOJ and we have begun working on the items and conditions we are responsible for implementing related to this agreement. The main items of the agreement call for RHA to notify all tenants at Oakbrook Homes that if they request it we will make changes to their kitchens to make them more accessible. These notices went out last week and we will track and document all requests as required by the agreement.

In addition, RHA has agreed to rehab or build from new construction, five (5) two bedroom units and we have advertised for “Request for Proposal” (RFP) for A&E firms to determine the best way of accomplishing this task at Oakbrook Homes whether it is done by renovating or new construction. Preliminary discussions with some of the A&E firms find they do not feel the existing units in the family developments can be made accessible for the reasons reported to HUD many years ago. Therefore, we are maybe looking at new construction for these units if the final study finds that to be a more efficient and effective means of making five two bedroom units wheelchair accessible.

Overall, I believe this agreement is in the best interest of RHA as HUD was requiring RHA to either construct or renovate 163 units to make them handicapped accessible. Given that, we estimate it would cost at the very least \$100,000 a unit (and more than likely double that amount depending on renovation and or new construction) and would cost a minimum of 16+ million dollars. Where we would get this funding from is another story and would probably mean less (if any) funding to maintain our units with a lot of deferred maintenance. I can tell you, FHEO did not care nor were they concerned about what a HA was supposed to do. They only wanted the units accessible.

Not included are other administrative costs required by HUD that was required in the VCA and included a VCA Coordinator and a 504 Coordinator which would cost in excess of \$100,000 a year for the two positions.

**GOOGLE WORKS APARTMENTS** – All of the information and paperwork from RHA has been given to Our City Reading and hope construction will begin in the coming months. If there are changes, Ed Stock will provide an update on the status of all of these items. A public meeting was held at the Administrative building for the Bonds issuance on January 16<sup>th</sup> 2009 and as expected no one showed up for that meeting, except Don Spatz of the Reading Eagle. However, it is required to be done in order for the process to proceed.

**ENERGY SAVING PROGRAM** – RHA is looking at a possible second phase on energy savings as the regulations permit us to do more projects if there are sufficient savings generated from this program. Preliminary estimates are that we should or could have an additional two million to do more energy savings work items. Given that possibility, we are negotiating with Honeywell on this, but do not have anything concrete as of yet and will report when we do get something more.

The Energy Savings Program under the Honeywell contract and proposal has a strong resident participation and training portion which has been absent during the construction. We indicated our concerns in how this has been handled and the fact that nothing has been done to date and this is not acceptable. We feel construction work and items are nice but without the active participation and involvement of the residents in saving energy our chances of success go down.

In our estimation, resident involvement and participation is at least 50% of the equation and Honeywell has not addressed that to date. We informed Honeywell of our dissatisfaction and noted the responsibilities for resident participation under the contract. Honeywell assured us they will address this and it will be done to our satisfaction. I will keep you apprised of our progress.

Honeywell has been pursuing the second phase and we have informed them we will not consider another phase unless they complete the first one and this is where the issue stands at this time. To date nothing else has taken place on this in the last couple of months. We will keep you apprised of any new developments. I will be asking Ed Stock to review the Honeywell contract as they have not preformed adequately in conformance with their contract especially in the Tenant training portion of the contract.

**PUBLIC HOUSING HOMEOWNERSHIP** – Total units sold 44, with 6 remaining, (4 occupied and 2 vacant). I sent an email to our Housing Representative concerning the Board's interest in disposing of the remaining scattered site units. I have not heard from Mr. Santo Duca as yet and I will be following up on this in the near future.

**PURCHASING CARD PROGRAM** – This program is still being reviewed to see if it provides any benefit to RHA. Currently, Wachovia requires a million dollars to be spent using the credit cards in order to qualify for cash back and or credits. According to our current vendors we could only get about a half a million and would see no benefit and told them so. It appears they are willing to negotiate this and we are awaiting a new proposal.

**BOOKBINDERY** – I have not heard from Penrose for a while since I was informed by them that PHFA was not interested in giving us the same terms and conditions as we received for River Oak which I feel would serve us the best. So as far as I can tell there is nothing going on with this deal.

I will keep you up to date on any news on the Bookbindery.

#### **SYLVANIA HOMES ANNUALIZED OCCUPANCY RATE %**

2005				2006				2007				2008				2009
Mar	Jun	Sept	Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	June	Dec	Mar	
92.8	93.7	94.7	93.9	92.7	92.6	93.2	94.8	96.1	95.9	95.1	94.0	93.8	94.9	97.8		

Overall the leasing rate is quite good as the annualized occupancy rate is 97.8%; the current monthly occupancy rate is 97.9% which is an excellent number in terms of leasing.

#### **SECTION 8 ANNUALIZED UTILIZATION (%) RATE**

2005				2006				2007				2008				2009
Mar	June	Sept	Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Dec	Mar	
96.4	96.7	96	94.2	93.9	95.8	99.2	100.5	99.2	97.9	96	95.7	94.2	94.4	98.1		

The leasing rate for the last quarter is 98.1%, and continues to do well. We are issuing vouchers to increase the leasing rate, and will monitor the progress in this area.

#### **PUBLIC HOUSING ANNUALIZED OCCUPANCY RATE (%)**

2005				2006				2007				2008				2009
Mar	June	Sept	Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Dec	Mar	
96.8	96.5	96.6	96.9	97.2	97.4	97.3	97.3	97.5	98.1	98.2	98.3	98.4	98.4	98.4		

The annualize vacancy for the last quarter rate shows a very good leasing rate and translates into a 1.6% vacancy for the entire RHA and I think this is the best leasing rate and we

are according to our internal calculation closing in on 99% occupancy. The 98.4% occupancy is closing on the best leasing rate we have had in many, many years and certainly not one we have attained since I began working at RHA.

We continue to work towards improving the leasing rate. The current leasing rate demonstrates the hard work and effort by employees to get to this high level of leasing and they should be commended for their efforts.

**ACCOUNTS RECEIVABLE (ANNUALIZED QUARTERLY) – PUBLIC HOUSING**

2005	2006							2007				2008			2009
Mar	Jun	Sept	Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Dec	Mar
2.3	2.3	2	2.4	3.2	2.6	3.1	2.4	2.9	1.8	2.5	2.5	2.5	1.8	1.7	

The Tar's are a little higher this month and seems to follow the holidays and is something we have experienced in the past. Staff is working towards reducing these amounts and hope to get them to a more reasonable level, though staff will never eliminate the Tar's; we work towards reducing them.

As has been mentioned before, if we do not collect this money it usually is never collected and is the reason we have to ensure the rent is paid. This may become ever more important in the coming months as we see the problems and issues facing the Federal Government and the impact this could have on our budget.

**Vacant Unit Report as of February 18, 2009**

	Units Scheduled <u>To Be Leased</u>	Unit Accepted By <u>Eligible Applicant</u>	Unit Scheduled <u>Transfer</u>	Unassigned <u>Units</u>	Total Vacant <u>Units</u>
Glenside	0	0	3	0	3
Hensler	0	0	1	0	1
Oakbrook	1	0	1	1	3
Franklin	0	1	0	0	1
Kennedy	1	0	0	2	3
Rhodes	1	1	0	0	2
Eisenhower	0	0	1	1	2
Hubert	0	0	0	1	1
<b>Total Conventional</b>					
Public Housing	3	2	6	5	16
Scattered Sites	0	0	0	2	2
Sylvania Homes	1	0	0	2	4
River Oak	1	0	0	1	4
726 N. 11 <sup>th</sup> Street	0	0	0	1	1

As the Board can see our occupancy rate is very high and at 99% is about as good as you can get with the number of units we have and the move in and move outs that occur. Staff continues to do just a little bit more to attain the 100% lease up for public housing, even if it is for a short period of time. The interesting item related to the worksheet above is of the 16 vacant units, 5 units are unassigned.

Please note, because of the very low vacancy rate, we have begun to do some transfers of people who need a larger or smaller unit as we slowed that down due to the high level of vacancies. This means we may increase the number of vacancies. However, we feel confident we will be able to deal with them.

**OAKBROOK WELLNESS CENTER** – The Oakbrook Wellness Program continues to be a success and is operating at a high level of operation with many residents taking advantage of this program.

### **PUBLIC HOUSING/SYLVANIA HOMES WAITING LIST STATUS**

<b><u>Bedroom Size</u></b>	<b><u>P/H</u></b>	<b><u>Contacting</u></b>	<b><u>Waiting Period</u></b>	<b><u>Sylvania</u></b>
Studio	587	03/08	9-12 months	N/A
One Bedroom-Fam/Eld	434	02/08	16 months	26
Two Bedroom- Family	619	01/08	12 months	33
Three Bedroom-Family	449	11/07	16 months	20
Four Bedroom-Family	65	01/08	16 months	0
Five Bedroom-Family	15	12/08	12 months	N/A
<b><u>Total</u></b>	2169			79

The Board can see the waiting list continues to increase and as a result we have closed the two and three bedroom waiting list because these lists have increased to the point where we can not house someone in less than a year. The reason for closing a waiting list is because if the time is much longer, the applicants may have moved, lost interest, made other arrangements and are not eligible. In addition, RHA does canvas or as we call it purge the waiting lists of applicants who are still interested and those who are not are removed.

**WEBSITE DEVELOPMENT** – The RHA is still exploring the possibility of developing a website; however the initial costs we received from vendors while relatively cheap in the beginning were very expensive for them to host. It was decided to look into this further to determine if there are better ways of managing a web site that is cost effective and efficient. I do not wish to have a web site that does not do a good job and save staff time by letting the web site do the work. I should note that we will not require anyone to apply on online; it will just be an option for those who wish to use the web site.

**YOUTHBUILD** – The Youth Build program works with kids who are looking to learn a trade and do not want to attend the traditional vocational schooling program. In this program the kids are given actual work and then spend some time in a class to get some of the training and get paid as an incentive. The United Community Services already does this and would like to expand the program with the Youth Build funds.

RHA would only have to provide them with projects to work on for the training aspects of the program. This could include identifying construction projects for the students to work on with supervision being provided and not done by RHA.

**SHELTER PLUS CARE (SPC)** - There are currently a total of 17 potential applicants in the pipeline for this program and they are being processed. Overall, this program is moving along fairly well and the Section 8 Department and Resident Services are to be commended for their efforts in the program.

**RHA AUDIT** – RHA received the financial audit for last year and overall we are doing well except for some findings which are the following:

- a. RHA used Public Housing funds for Section 8 Administrative fees and we have taken measures to make sure this is repaid. However, it does not address HUD's failure to pay sufficient fee's to enable us to administer the program. They have and continue to cut the Admin Fees and this situation is the same at many other agencies.
- b. Park Place – The auditor indicated we had permitted someone who was income ineligible to purchase a unit at Park Place. However, in discussions with PHFA this is

not an issue or concern and in the coming months I will have representatives from PHFA to visit Park Place and resolve this issue.

RHA will work towards resolving these issues for the next audit.

**MEETINGS:**

- a. Attended the PAHRA Conference on a commuter basis.

A motion was made by Mrs. Mathies and second by Rev. Belinski, to accept the report of the Executive Director. The motion was carried unanimously.

The following Resolution was read and considered:

RESOLUTION NO. 5402

RESOLUTION APPROVING A REGULAR STATUS  
FISCAL ASSISTANT.

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WHEREAS, probationary period of 180 days for Jeanette S. Rentschler ends February 18, 2009, in accordance with the rules and regulations of the Civil Service Commission of the State of Pennsylvania.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT Jeanette S. Rentschler is approved as a regular status Fiscal Assistant.
2. THIS Resolution shall be effective February 19, 2009.

Rev. Belinski introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. De Leon, and upon roll call the Ayes and Nays were as follows:

Ayes:           Rev. Steven Belinski  
                  Mrs. Lillie Mathies  
                  Mr. Nelson De Leon  
                  Ms. Mary Beth Hennigan

Nays:           None

The Chairwoman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5403

RESOLUTION APPROVING A REGULAR STATUS  
RESIDENT SELECTION SUPERVISOR.

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WHEREAS, probationary period of 180 days for Leonilda Feliciano ends February 9, 2009, in accordance with the rules and regulations of the Civil Service Commission of the State of Pennsylvania.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT Leonilda Feliciano is approved as a regular status Resident Selection Supervisor.
2. THIS Resolution shall be effective February 10, 2009.

Rev. Belinski introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Mathies, and upon roll call the Ayes and Nays were as follows:

Ayes: Rev. Steven Belinski  
Mrs. Lillie Mathies  
Mr. Nelson De Leon  
Ms. Mary Beth Hennigan

Nays: None

The Chairwoman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5404

RESOLUTION APPROVING A REGULAR STATUS  
PROPERTY MANAGER.

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WHEREAS, probationary period of 180 days for Josh K. Smith ends February 18, 2009, in accordance with the rules and regulations of the Civil Service Commission of the State of Pennsylvania.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT Josh K. Smith is approved as a regular status Property Manager.
2. THIS Resolution shall be effective February 19, 2009.

Mr. De Leon introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Mathies, and upon roll call the Ayes and Nays were as follows:

Ayes: Rev. Steven Belinski  
Mrs. Lillie Mathies  
Mr. Nelson De Leon  
Ms. Mary Beth Hennigan

Nays: None

The Chairwoman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5405

RESOLUTION APPROVING A REGULAR STATUS  
CLERK TYPIST 3.

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WHEREAS, probationary period of 180 days for Noemi Fret ends February 22, 2009, in accordance with the rules and regulations of the Civil Service Commission of the State of Pennsylvania.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT Noemi Fret is approved as a regular status Clerk Typist 3.
2. THIS Resolution shall be effective February 23, 2009.

Mrs. Mathies introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. De Leon, and upon roll call the Ayes and Nays were as follows:

Ayes:           Rev. Steven Belinski  
                  Mrs. Lillie Mathies  
                  Mr. Nelson De Leon  
                  Ms. Mary Beth Hennigan

Nays:           None

The Chairwoman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5406

RESOLUTION APPROVING TRAVEL TO WASHINGTON, D.C.,  
TO ATTEND NAHRO'S STRATEGIC PLANNING, AGENCY DEVELOPMENT,  
AND POLICY FOR COMMISSIONERS SEMINAR  
TO BE HELD MARCH 13-15, 2009

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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT approval be given for travel to Washington, D.C. to Nelson DeLeon to attend NAHRO's Strategic Planning, Agency Development, and Policy for Commissioners Seminar to be held March 13-15, 2009.
2. THIS Resolution shall be effective February 24, 2009.

Mrs. Mathies introduced and moved the adoption of the Resolution as read, and which motion was second by Rev. Belinski, and upon roll call the Ayes and Nays were as follows:

Ayes: Rev. Steven Belinski  
Mrs. Lillie Mathies  
Mr. Nelson De Leon  
Ms. Mary Beth Hennigan

Nays: None

The Chairwoman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5407

RESOLUTION APPROVING TRAVEL TO WASHINGTON, D.C.,  
TO ATTEND NAHRO'S 2009 LEGISLATIVE CONFERENCE  
TO BE HELD MARCH 16 – MARCH 18, 2009.

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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT approval be given to Rev. Steven Belinski, Attorney Edwin Stock and Mr. Daniel Luckey for travel to Washington, D.C., to attend NAHRO's 2009 Legislative Conference to be held March 16 – March 18, 2009.
2. THIS Resolution shall be effective February 24, 2009.

Rev. Belinski introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. De Leon, and upon roll call the Ayes and Nays were as follows:

Ayes: Rev. Steven Belinski  
Mrs. Lillie Mathies  
Mr. Nelson De Leon  
Ms. Mary Beth Hennigan

Nays: None

The Chairwoman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5408

RESOLUTION APPROVING THE TERMS AND AUTHORIZING THE  
EXECUTION OF A CONTRACT WITH MUHLENBERG GREENE ARCHITECTS, LTD, TO  
PERFORM A FEASIBILITY STUDY AND PROVIDE THE MOST COST EFFECTIVE  
METHOD OF INCREASING THE NUMBER OF ADA & UNIFORM FEDERAL  
ACCESSIBILITY STANDARDS (UFAS) COMPLIANT UNITS, TWO AND THREE  
BEDROOMS, AT OAKBROOK AND GLENSIDE HOMES.

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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the terms of the contract with Muhlenberg Greene Architects, LTD, (Reading, PA) for a Feasibility Study are hereby approved, the said Contract to be in substantially the following form:

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CONTRACT ON FILE IN THE COMPTROLLER'S OFFICE.  
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2. The said Contract in the amount of \$44,700.00 is pending review and approval by the Solicitor.

3. This Resolution shall be effective February 24, 2009.

Mrs. Mathies introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. De Leon, and upon roll call the Ayes and Nays were as follows:

Ayes: Rev. Steven Belinski  
Mrs. Lillie Mathies  
Mr. Nelson De Leon  
Ms. Mary Beth Hennigan

Nays: None

The Chairwoman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5409

RESOLUTION APPROVING THE TERMS AND AUTHORIZING  
THE EXECUTION OF A CONTRACT WITH KAUTTER AND KELLEY  
ARCHITECTS FOR DESIGN SERVICES OF ELECTRICAL  
UPGRADES, KITCHEN RENOVATIONS AND FLOOR TILE  
AT ALL READING HOUSING AUTHORITY'S HIGH RISES.  
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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the terms of the contract with Kautter and Kelley Architects (Wyomissing, PA) for design services of electrical upgrades, kitchen renovations and floor tile of remaining common areas at all Reading Housing Authority's High Rises, are hereby approved, the said Contract to be in substantially the following form:

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CONTRACT ON FILE IN THE COMPTROLLER'S OFFICE.

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2. THE said Contract in the amount of \$149,455.00 is pending review and approval by the Solicitor.

4. THIS Resolution shall be effective February 24, 2009.

Mr. De Leon introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Mathies, and upon roll call the Ayes and Nays were as follows:

Ayes: Rev. Steven Belinski  
Mrs. Lillie Mathies  
Mr. Nelson De Leon  
Ms. Mary Beth Hennigan

Nays: None

The Chairwoman thereupon declared the said motion carried and the said Resolution adopted.

There being no further business to come before the Commissioners, a motion was made by Rev. Belinski and second by Ms. Hennigan, to adjourn the meeting. The motion was carried unanimously.

The next regular meeting of the Reading Housing Authority is scheduled to be held at Willis W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania on Tuesday, March 24, 2009, at 5:00 p.m.

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Recording Secretary